



# City of Milpitas

## We invite applications for the position of: Police Clerk I/II

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**Annual Salary Range:** \$ 60,834 - \$ 81,337

**Post Date:** April 20, 2016

**Close Date:** Open Until Filled

### Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

### The Opportunity

The Milpitas Police Department is a full service department, with approximately 102 employees (approximately 95 sworn). The department provides public safety to 72,606 residents in a 13.63 square mile urban area. A wide variety of services include a SWAT Team, K-9 Unit, Crime Prevention Unit, Detective Bureau, and Traffic Safety Unit.

Police Clerks perform a wide variety of general and technical clerical duties within the records section of the Police Department including maintenance of records and files, processing of statistical data and reports, and providing information to the public, outside agencies and departmental staff.

### What You Will Do

*Duties may include, but are not limited to the following:*

- Perform a wide variety of general and technical clerical duties within the records section of the Police Department including maintenance of records and files, processing of statistical data and reports, and providing information to the public, outside agencies and departmental staff.
- Accurately sort, file, copy and distribute crime reports, traffic reports, citations, petitions, and other materials to appropriate personnel.



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- Process, type, record and/or file a wide variety of police records, reports, and materials including memos, letters, complaints, declarations, dispositions, returns on bookings, warrants, citations, crime, traffic, and registrant reports.
  - Accurately audit, enter and balance timesheets.
  - Operate teletype machine to enter, modify, and retrieve data such as stolen and recovered property, driver license and vehicle registration information, and warrants on wanted persons.
  - Assemble, code, record and summarize a variety of police record data including serious crime offenses, stolen vehicles, crime reports, booking sheets and file interrogation cards.
  - Perform data entry and data retrieval tasks using a computer terminal.
  - Accurately research and perform vehicle releases.
  - Assist department personnel and the public in person and by phone, performing record checks, issuing permits and collecting fees, and receiving reports and complaints from citizens.
  - Process warrants including setting court dates for defendants who post bail and handling "walk overs".
  - Process and assist desk officer with sex registrants and narcotic registrants.
  - Provide general information regarding department policies, procedures and regulations to the public and others as requested.
  - Compile data, summarize, and maintain a variety of statistical reports.
  - Answer non-emergency calls and direct to appropriate department.
  - Greet and assist counter walk-ins, as needed
  - Perform criminal and applicant Livescan fingerprinting system.
  - File appropriate paperwork with courts and District Attorney's Office.
  - Interact with District Attorneys and court personnel when necessary.
  - Perform related duties as assigned.

### **Experience and Education**

#### Police Clerk I

Equivalent to the completion of the twelfth grade AND One year of responsible clerical experience, involving considerable public contact and typing.

#### Police Clerk II

Equivalent to the completion of the twelfth grade AND One year of experience comparable to that of a Police Clerk I in the City of Milpitas.

### **License and Other Requirements**

- Must possess and maintain throughout employment a valid California Driver's License.
- Possession of a typing proficiency certificate with a minimum of 50 Net Words Per Minute (within the past year).



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### Special Requirements

Essential duties require the following physical abilities and work environment: General office environment; sit and/or stand for long periods of time, repetitive keyboarding; reach, squat, lift, and carry up to 25 pounds; able to travel to various locations within and outside the City of Milpitas.

### Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

### To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

### Benefits

The City provides an excellent array of benefits. This position is represented by the Milpitas Police Officer Association bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

[http://www.ci.milpitas.ca.gov/\\_pdfs/hr\\_mou\\_poa.pdf](http://www.ci.milpitas.ca.gov/_pdfs/hr_mou_poa.pdf)

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.